

KANSAS NATIONAL GUARD SOP
NO 37-104-3

State of Kansas, Military Division
The Adjutant General's Department
Topeka, Kansas 1 September 1993

PAY AND ALLOWANCES - ARMY NATIONAL GUARD

THIS SOP ESTABLISHES A UNIFORM POLICY FOR ALL UNITS OF THE
KANSAS ARMY NATIONAL GUARD TO FOLLOW FOR PAYMENT OF SOLDIERS
WHEN PERFORMING IDT, AT, ADT OR ADSW.

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This SOP supersedes KS SOP 37-104-3 dated 1 Dec 90.

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SECTION I

GENERAL

1-1. Purpose. To establish or clarify policy for all units of the Kansas Army National Guard to follow for payment of soldiers when performing Inactive Duty for Training (IDT), Annual Training (AT), Active Duty for Training (ADT) or Active Duty Special Works (ADSW).

1-2. References.

a. AR 37-104-3, Military Pay and Allowances Procedures, Joint Uniform Military Pay Systems-Army (JUMPS-Army).

b. AR 37-104-10, Military Pay and Allowances Procedures for Reserve Components of the Army.

c. NGR 37-104-3, Military Pay and Allowances Army National Guard.

d. NGB PAM 37-104-3, Unit Level Military Pay Procedures Army National Guard.

e. NGB PAM 37-104-10, State Level Military Pay and Allowance Procedures Army National Guard.

f. Department of Defense Military Pay and Allowances Entitlement Manual.

g. ARNG Unit Level Finance Procedures Manual.

1-3. Delivery of Pay Checks.

a. IDT Pay. A National Guard Facility will not be esignated as a check mailing address. Payments will be made by electronic fund transfer (EFT) or treasury check mailed directly to the payee at the address designated by the soldier.

b. SURE-PAY. Department of Defense Comptroller approved Direct Deposit/Electronic Funds Transfer (DD/EFT) as the standard method of payment within Department of Defense for pay of soldiers effective 1 August 1992. All soldiers presently enrolled in DD/EFT and those enrolled on or after 1 August 1992, are required to continue under the program. Soldiers have 60 days from enlistment or reenlistment to enroll in DD/EFT. Soldiers will submit DA Form 3685-R and SF 1199a. **COMMANDERS ARE RESPONSIBLE TO ENROLL ALL SOLDIERS EXCEPT THE FOLLOWING:**

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(1) Soldiers who were not enrolled, or required to be enrolled in a DD/EFT program prior to 1 August 1992. Soldiers enlisting, reenlisting, or commissioned after 1 October 1987, were required to use DD/EFT.

(2) New military accessions are excluded from DD/EFT during Basic Military Training of six months or less.

(3) Soldiers with a waiver. Waivers for up to one (1) year, renewable, may be granted to any soldier when it is determined that it would be in the best interest of both the soldier and the Department of Defense not to enroll or disenroll. Approving authority will be at the Major Support Command level for the Kansas Army National Guard.

1-4. Basic Allowance for Quarters (BAQ).

a. Soldiers claiming BAQ on behalf of dependents will complete DA Form 5960 for quarters allowance. Once initiated, this form will be reviewed by the member for dependency status information and recertified annually during the month of the soldier's birth. Method used will be an annotated statement on reverse of DA Form 5960: "Reviewed (DATE), (SIGNATURE)".

b. BAQ for dependent child in custody of a divorced spouse, a certified copy of divorce decree will be reviewed by the commander before certifying the DA Form 5960. BAQ-DIFF is for soldiers paying child support. BAQ-DIFF is the amount of difference between BAQ with dependent and without dependent rate. For soldiers living on post in single quarters, the difference is all that is received. For soldiers living off post, the difference is added to without dependent rate. EXAMPLE: If the with dependent rate is \$450 per month and the without dependent rate is \$350, payment will be \$100. BAQ will not be authorized when support is less than the difference. Documented evidence of child support will be either a court order specifying child support payments at least equal to the soldier's BAQ-DIFF rate, or a notarized statement from the custodian acknowledging that the custodian will accept support payments in the amount of the soldier's BAQ DIFF rate.

c. Some dependents require a determination of dependency by the United States Army Finance and Accounting Center, i.e., common-law wife, dependent parent, etc. The soldier will submit a DD Form 137 to Defense Finance and Accounting Service-Indianapolis Center (DFAS-IN) annually for approval of payment of BAQ with dependent.

SECTION I

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d. Determination of dependency for illegitimate child will be by Unit Commander for natural mother and AGKS-DOP for natural father. Soldier will complete DA Form 5960. Supporting documents for illegitimate children under the age of 21 will be:

(1) Birth certificate attesting to the natural parentage and a court order establishing parentage by the soldier or a signed statement from the soldier admitting parentage of the child. IF A FEMALE MEMBER IS THE NATURAL MOTHER, WITH CUSTODY OF THE CHILD, ONLY THE BIRTH CERTIFICATE WILL BE REQUIRED.

(2) When the child does not reside in the soldier's household, the soldier must establish proof of household support.

e. Claimant of dependent children 21 or 22 years of age who are full-time students. Claims must be submitted using DD Form 137 (Application for Basic Allowance for Quarters for Members with Children). Other required documents are a birth certificate and a soldier's statement that lists income and expenses showing over 1/2 support by the parent and that states the child is enrolled in a full-time course of study. Full-time status must be substantiated by a letter from the educational institution or a copy of enrollment documentation. Full-time status requires a minimum of twelve (12) hours for undergraduate enrollment or nine (9) credit hours for graduate enrollment. The documentation from the educational institution must include the expected date of graduation. If school accreditation is not readily known, an accreditation statement must be obtained from the educational institution. Applications will be sent to USPFO for Kansas, ATTN: Military Pay Branch (MPB) for transmittal to Defense Finance and Accounting Service - Indianapolis Center (DFAS-IN).

f. Single soldiers on ADSW living in government quarters are authorized BAQ at without dependent rate.

g. Enclosure 7 is BAQ Table.

1-5. MMPA (Master Military Pay Account) Discrepancy Report

a. To provide a more efficient and effective response to pay problems, each Unit/Detachment having responsibility for submitting DA Forms 1379 and supporting payroll documentation will, upon receipt of the monthly MMPA microfiche, follow these procedures:

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(1) The Unit reviews microfiche copy of MMPA in accordance with ARNG Unit Level Financial Procedures Manual.

(2) MMPA Discrepancy Report will be prepared for each soldier with a pay discrepancy to reach KS-ARC-MPB NLT the 15th day of the calendar month. (See Enclosure 1 for sample of form).

b. MMPA Discrepancy Report should arrive at the USPFO for Kansas, Military Pay Branch (KS-ARC-MPB) NLT the 15th day of the calendar month.

c. The Military Pay Branch will provide a telephonic or written response to each MMPA Discrepancy Report which identifies a potential pay problem. The response will explain what actions are required to resolve the problem.

d. Telephonic pay inquiries will not be used until a complete microfiche review has been accomplished, and Military Pay Branch has had time to reply to the discrepancy report (normally five (5) working days from date of submission). The exception will be for Congressional, IG or similar level type inquiries.

1-6. Soldier Pay Inquiry Hot Line. A soldier with a pay problem can make a collect telephone call to the Military Pay Branch, 913/266-1230. The procedures are as follows:

a. The soldier will use chain of command to report his pay problem.

b. If the pay problem is not corrected by the following drill period, call USPFO for Kansas, Military Pay Branch. This will be a collect call, answered from 0730 hours to 1600 hours on weekdays.

1-7. Pay Due for Separated Soldiers.

a. The individual soldier is responsible for submitting the claim, with assistance from the unit personnel. The soldier will claim such monies with an Application for Arrears in Pay, DD Form 827.

b. DD Form 827 will be submitted to the address indicated on the form with supporting documentation as follows:

(1) DA Form 1379 or AGO KAN Form 680-1 for IDT pay.

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d. Determination of dependency for illegitimate child will be by Unit Commander for natural mother and AGKS-DOP for natural father. Soldier will complete DA Form 5960. Supporting documents for illegitimate children under the age of 21 will be:

(1) Birth certificate attesting to the natural parentage and a court order establishing parentage by the soldier or a signed statement from the soldier admitting parentage of the child. IF A FEMALE MEMBER IS THE NATURAL MOTHER, WITH CUSTODY OF THE CHILD, ONLY THE BIRTH CERTIFICATE WILL BE REQUIRED.

(2) When the child does not reside in the soldier's household, the soldier must establish proof of household support.

e. Claimant of dependent children 21 or 22 years of age who are full-time students. Claims must be submitted using DD Form 137 (Application for Basic Allowance for Quarters for Members with Children). Other required documents are a birth certificate and a soldier's statement that lists income and expenses showing over 1/2 support by the parent and that states the child is enrolled in a full-time course of study. Full-time status must be substantiated by a letter from the educational institution or a copy of enrollment documentation. Full-time status requires a minimum of twelve (12) hours for undergraduate enrollment or nine (9) credit hours for graduate enrollment. The documentation from the educational institution must include the expected date of graduation. If school accreditation is not readily known, an accreditation statement must be obtained from the educational institution. Applications will be sent to USPFO for Kansas, ATTN: Military Pay Branch (MPB) for transmittal to Defense Finance and Accounting Service - Indianapolis Center (DFAS-IN).

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- pay.
 - (2) Performance Certificate with orders for ADSW
 - (3) Separation Orders.
 - (4) A statement from the commander to support the claim.

c. The following guidelines will be used in the preparation of DD Form 827:

- address.
 - (1) Soldier will date and sign the form.
 - (2) Soldier's rank, name and complete mailing address.
 - (3) SSN must be placed in the space provided.
 - (4) Indicate the start and end dates of the duty.
 - (5) Place an "X" in the block marked ARMY.
 - (6) Provide a simple statement as to what is due and a brief explanation of the problem.
 - (7) Attach any supporting documents as LESSs, DA Forms 1379, AGO Kan Forms 680-1, etc.

1-8. Transmittal Letter (TL).

a. Units will transmit all pay documents to Military Pay Branch using a TL. DA Form 1379, Statements of Attendance and Performance Certificates will be submitted on separate TL by itself. All other documents such as DD Forms 114, AGO Kan Forms 680-1, DA Forms 3685-R, Standard Forms 1199a, DD Forms 362, etc, will be submitted on a TL without DA Form 1379, Statement of Attendance or Performance Certificates.

b. TLs will be submitted by units ONLY and numbered consecutively by calendar year, sequence number, and unit payroll number (94-1-002, 94-2-002 starting 1 January 1994). (See Enclosure 2.)

c. FAX machine cannot be utilized to submit Pay documents which require original signatures.

SECTION II

INACTIVE DUTY PAY

2-1. Purpose. This chapter provides information and prescribes requirements and procedures for unit administration in processing Inactive Duty Pay. This chapter, NGB PAM 37-104-3 and ARNG Unit Level Finance Procedures Manual must be used jointly to ensure total compliance.

2-2. References.

a. NGB PAM 37-104-3, Unit Level Military Pay Procedures Army National Guard.

b. NGR 350-1, Training Army National Guard.

c. NGR 680-1, Personnel Assets Attendance and Accounting.

d. ARNG Unit Level Finance Procedures Manual.

2-3. IDT Pay System. The Joint Services Software (JSS) System is a standardized operation for Inactive Duty Training (IDT) pay, which provides for eight (8) pay days per month.

2-4. Signature Cards (DD Form 577).

a. Unit commanders and designated representative will have a signature card on file in the Military Pay Branch. Unit commanders will ensure cards are identified to read "Military Payroll Certification" in the block stated for purpose and type document.

b. All pay documents must have original signatures.

2-5. Unit Record of Reserve Training (DA Form 1379). Unit Record documents must have original signatures.

a. The DA Form 1379 is a record for reporting performance of assigned or attached soldiers duty by unit. This becomes the document to substantiate pay entitlements. Specific detailed instructions on completing the DA Form 1379 are contained in NGR 680-1. Additional instructions for pay procedures are as follows:

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b. Code changes will be submitted using Military Pay Order, DD Form 114. A statement indicating code change, drill dates, reason for the change, and procedures the unit has established to stop recurrence. Attach a copy of DA Form 1379 with change and changes from AWOL will also require a letter of authorization from the Major Command.

c. The second carbon copy (DA Form 1379) will be forwarded to the Military Pay Branch after the last scheduled drill for the month, to arrive NLT five (5) calendar days after the last drill.

d. The Military Pay copy will have an original ink signature. CARBON OR FACSIMILE SIGNATURES ARE NOT ACCEPTABLE. The signature will be commander, designated representative or senior soldier present. The senior soldier present will need to include a remark in section 3 of the DA Form 1379 authentication page (REMARK: The undersigned was the senior command member actually present during the period (dates)).

e. Additional Unit Training Assembly (AUTA), NGB authorized, will be coded on the DA Form 1379, as a code 41, above the date.

f. No Drills scheduled for the month DA Form 1379 will be submitted NLT the twentieth (20th) calendar day of the month.

2-6. Rescheduled Training Assembly (RTA).

a. A RTA may be authorized by the commander or designated representative (See para 2-8a) for a regularly scheduled Unit Training Assembly/Multiple Unit Training Assembly (UTA/MUTA) by individual or element part of a unit. The assembly will be performed within the same calendar month as the regularly scheduled UTA/MUTA, exceptions are as follows:

(1) Brigade level and higher organizations are authorized split training assemblies within a thirty (30) day window.

(2) Other units can request the thirty (30) day window rule for RTAs from the Adjutant General of Kansas, Director of Plans, Operation and Training (AGKS-DPOT).

SECTION II

INACTIVE DUTY PAY

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b. The thirty (30) day rule means individuals or elements must complete performance within thirty (30) consecutive days from the date the first element performs a RTA or MUTA (MUTA scheduled for 12/13 May, performed RTA on 28/29 April, all RTAs for 12 May must be completed by 28 May and all RTAs for 13 May must be completed by 29 May).

c. Major Subordinate Commanders (COL/O-6) are authorized to approve IDT dates and Scheduled Training Assembly (STA) or Rescheduled Training Assembly (RTA) window. Forward copies of IDT schedules and any changes to Plans, Operations and Training Officer once approved. Date or location changes should not be made within 120 days of the event. If out of necessity, changes must be made, contact Plans, Operations and Training Officer (AGKS-DPOT).

d. The unit has sixty (60) days to submit the RTA Training Performance Certificate (AGO KAN Form 680-1). After sixty (60) days the "K" code will be changed to "A" by the Military Pay Section. The change from "K" to "A" will not be reversed without approval from the MAJOR SUBORDINATE COMMAND (MSC) COMMANDER OR OIC/ADMINISTRATIVE OFFICER.

2-7. Equivalent Training (ET). Commander may authorize ET for unforeseen emergency situations of a personal nature. The training may be made up with pay as follows:

a. No more than four periods may be made up with pay during the training year (1 Oct-30 Sep).

b. ET must be performed in uniform within sixty (60) calendar days after the missed period.

c. The unit has ninety (90) days to submit the ET Training Performance Certificate (AGO KAN Form 680-1). After ninety (90) days the "S" code will be changed to "A" by the Military Pay Section. The change from "S" to "A" will not be reversed without approval from the MAJOR SUBORDINATE COMMAND (MSC) COMMANDER OR OIC/ADMINISTRATIVE OFFICER.

2-8. Training Performance Certificate (AGO KAN Form 680-1).

a. The AGO KAN Form 680-1 is the only authorized form for authorizing RTA, ET, Additional Training Assembly (ATA) and Readiness Management Assembly (RMA) performance.

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b. Part I, must be completed in advance of actual performance of training, and in compliance with NGR 350-1 and KNGR 350-1 is mandatory. Authorization of performance will be signed by commander (Div, Bde, Bn, Co, Det), AG, Assistant AG, HQ STARC Functional Area Managers, Administrative Officer or Training Officer (Div, Bde, DivArty) or Administrative Officer (Bn). Signature cards must be on file in the Military Pay Branch.

c. Part II, must be completed and signed by Senior Military person present or Unit Commander.

2-9. Officer Uniform Allowance.

a. Initial Uniform Allowance (\$200) will be paid on entry with completion of 14 days pay for active duty or inactive duty, and approved Federal recognition. (See Enclosure 3 or 4.)

b. Active Duty Allowance (\$100) will be paid for continuous period of more than ninety (90) days of active duty. The following restrictions are:

(1) This allowance is not payable if the officer has received an initial uniform allowance of more than \$200 during the current tour of active duty, or within a period of two (2) years before entering on that tour.

(2) This allowance is not payable when the tour of duty for which payment is being considered began within two (2) years after the end of a previous period of active duty, or active duty for training of more than ninety (90) days.

2-10. Flight Pay Substantiation.

a. Units with soldiers entitled to incentive pay will submit a monthly Military Pay Order (DD Form 114) to the USPFO for Kansas, KS-ARC-MPB indicating:

(1) All personnel assigned to this unit who are entitled to incentive flight pay met the requirements for such pay for the month of (MONTH) 19XX, or

(2) All personnel assigned to this unit who are entitled to incentive flight pay, except as noted below, met the requirements for such pay for the month of (MONTH) 19XX. (List below soldiers, reason for nonpay, and dates with number of drill periods performed).

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b. The thirty (30) day rule means individuals or elements must complete performance within thirty (30) consecutive days from the date the first element performs a RTA or MUTA (MUTA scheduled for 12/13 May, performed RTA on 28/29 April, all RTAs for 12 May must be completed by 28 May and all RTAs for 13 May must be completed by 29 May).

c. Major Subordinate Commanders (COL/O-6) are authorized to approve IDT dates and Scheduled Training Assembly (STA) or Rescheduled Training Assembly (RTA) window. Forward copies of IDT schedules and any changes to Plans, Operations and Training Officer once approved. Date or location changes should not be made within 120 days of the event. If out of necessity, changes must be made, contact Plans, Operations and Training Officer (AGKS-DPOT).

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2-7. Equivalent Training (ET). Commander may authorize ET for unforeseen emergency situations of a personal nature. The training may be made up with pay as follows:

a. No more than four periods may be made up with pay during the training year (1 Oct-30 Sep).

b. ET must be performed in uniform within sixty (60) calendar days after the missed period.

c. The unit has ninety (90) days to submit the ET Training Performance Certificate (AGO KAN Form 680-1). After ninety (90) days the "S" code will be changed to "A" by the Military Pay Section. The change from "S" to "A" will not be reversed without approval from the MAJOR SUBORDINATE COMMAND (MSC) COMMANDER OR OIC/ADMINISTRATIVE OFFICER.

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a. The AGO KAN Form 680-1 is the only authorized form for authorizing RTA, ET, Additional Training Assembly (ATA) and Readiness Management Assembly (RMA) performance.

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(3) Separate remark required for soldiers entitled to incentive based on performance of duty (e.g., commissioned pilots with over twenty-five (25) years officer service).

b. The DD Form 114 is due in the Military Pay Branch NLT 5th day of each month.

2-11. Statement of Charges (DD Form 362).

a. The DD Form 362 will be submitted to the Property Book Officer (PBO or SPBS) for Property Voucher Number. The DD Form 362 will be returned for submission to Military Pay Branch.

b. The original and three (3) copies of the signed DD Form 362 will be forwarded by TL to Military Pay Branch. A suspense copy will be placed in the soldier's PFR. When microfiche reflects the collection action, remove from suspense and destroy.

c. A DD Form 362 signed after separation of the soldier from the ARNG is not acceptable. To establish an indebtedness for the soldier following separation, the unit must prepare a Report of Survey.

2-12. Report of Survey (DA Form 4697)

a. Major Commands who have report of survey approval authority will forward reports of survey collections to USPFO for Kansas, ATTN: KS-ARC-ADM, using Transmittal Letter (DA Form 200).

b. Transmittal Letters will be numbered consecutively starting with number one (1) at the beginning of each Fiscal Year. The number will include the Fiscal Year and Major Command as follows: 1-91/STARC; 1-91/TRP CMD; 1-91/DIV; 1-91/BDE; 1/91/DIVARTY.

c. Transmittal Letter will be forwarded in duplicate with copy two (2) of DA Form 4697, Copy of financial Liability Letter sent to soldier, check or money order if received from soldier, copy of acknowledge receipt notice of letter, and copy of PS Form 384 (Domestic Return Receipt).

d. Copy of Transmittal Letter will be returned to acknowledge receipt of Report of Survey in KS-ARC-ADM. Military Pay Branch will process collection unless check or money order is received.

SECTION III

ANNUAL TRAINING UNIT PAYROLLS

3-1. Purpose. To establish responsibilities and procedures used in connection with Annual Training (AT) Payrolls.

3-2. References.

- a. NGB PAM 37-104-3.
- b. Yearly letter from USPFO for Kansas, Subject: Annual Training Pay Instructions.
- c. AGO Cir 680-2.
- d. ARNG Unit Level Finance Procedures Manual

3-3. General. Pay programs are designed to pay soldiers based on current data that is in the personnel system. Changes will be submitted to SIDPERS in order to update the personnel system. Advance and rear detachments will be paid in accordance with Section IV of this SOP. The Military Pay and SIDPERS personnel will review the payroll information on the first day of annual training or units will deliver payroll to the USPFO NLT two days after Annual Training starting date. All annual training payrolls will be required to be submitted by using a TL.

3-4. Forms and Listings.

a. Preliminary Unit Payroll Listing. Units will be provided a copy of preliminary Unit Payroll Listing, forty-five (45) days prior to scheduled annual training dates. This listing identifies the pay related information contained in SIDPERS data base. The unit will use this listing to verify all information. Corrections will be sent to SIDPERS on required forms with supporting documentation. This due date will be thirty (30) days prior to the start of annual training.

b. Unit Payroll Listing. Units will be provided two (2) copies of Unit Payroll Listing (UPL), ten (10) days prior to annual training start date. This listing will contain all personnel and pay unique data. Data corrections will be made on the original by circling them in red and lining out deletions. Additions will be entered after the last printed soldier on the listing. ETS dates must be on or after the last day of the duty period. This listing will be signed by the

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commander as part of mustering process. USPFO will contact units for the next TL number to produce the UPL.

c. Annual Training DA Form 1379. Units will be provided five (5) copies of the US Army Reserve Components Unit Record Reserve Training (DA Form 1379) five (5) days prior to scheduled annual training dates. The DA Form 1379 is the muster certificate certified by the commander or highest ranking officer. All soldiers assigned or attached for annual training for one day or more will be shown on the unit's Annual Training DA Form 1379 with explanatory remarks for each absence or constructive attendance. Distribution:

(1) Original to SIDPERS on the sixth workday after Annual Training.

(2) Copy 2 is the unit copy.

(3) Copy 3 to Military Pay Branch.

(4) Copy 4 is Higher Headquarters copy.

(5) Copy 5 is a work copy.

3-5. Responsibilities.

a. Battalion or higher headquarters.

(1) Administrative Representative will be present at annual training Site to assist HQ STARC personnel with the verification of Unit Payroll Listings and documentation.

(2) Assistance and guidance for timely and accurate submission of listings and documents to SIDPERS and Military Pay Branch.

(3) After completion of annual training, consolidate all subordinate units DA Form 1379 (Copy 3, supplemental payroll (DD Form 114) for unpaid and incorrect paid soldiers, and documents to change SIDPERS master files. These listings and forms should be delivered to the USPFO for Kansas, Military Pay Branch within five (5) working days of last day of annual training.

SECTION III

ANNUAL TRAINING UNIT PAYROLLS

3-1. Purpose. To establish responsibilities and procedures used in connection with Annual Training (AT) Payrolls.

3-2. References.

a. NGB PAM 37-104-3.

b. Yearly letter from USPFO for Kansas, Subject: Annual Training Pay Instructions.

c. AGO Cir 680-2.

d. ARNG Unit Level Finance Procedures Manual

3-3. General. Pay programs are designed to pay soldiers based on current data that is in the personnel system. Changes will be submitted to SIDPERS in order to update the personnel system. Advance and rear detachments will be paid in accordance with Section IV of this SOP. The Military Pay and SIDPERS personnel will review the payroll information on the first day of annual training or units will deliver payroll to the USPFO NLT two days after Annual Training starting date. All annual training payrolls will be required to be submitted by using a TL.

3-4. Forms and Listings.

a. Preliminary Unit Payroll Listing. Units will be provided a copy of preliminary Unit Payroll Listing, forty-five (45) days prior to scheduled annual training dates. This listing identifies the pay related information contained in SIDPERS data base. The unit will use this listing to verify all information. Corrections will be sent to SIDPERS on required forms with supporting documentation. This due date will be thirty (30) days prior to the start of annual training.

b. Unit Payroll Listing. Units will be provided two (2) copies of Unit Payroll Listing (UPL), ten (10) days prior to annual training start date. This listing will contain all personnel and pay unique data. Data corrections will be made on the original by circling them in red and lining out deletions. Additions will be entered after the last printed soldier on the listing. ETS dates must be on or after the last day of the duty period. This listing will be signed by the

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b. Unit.

(1) Unit will edit the Preliminary Unit Payroll List for incorrect information. The changes will be sent to SIDPERS via Transmittal Letters with the necessary forms and supporting documentation in a timely manner.

(2) Unit will verify the Unit Payroll Listing. Unit will have a representative at the annual training site to verify the Unit Payroll List. Any changes to the list will require supporting documentation. The list will be sent or delivered to the USPFO within time limits.

(3) Prepare DA Form 1379 and supplemental payroll (DD Form 114) as required by regulations.

c. SIDPERS. SIDPERS will forward DA Forms 1379 to units before the annual training start dates. Process changes to SIDPERS data base in a timely manner.

d. USPFO. Military Pay Branch will forward Unit Payroll Listings within time limits. The corrections will be made on final Unit Payroll List and process payroll for payment by DFAS-Indianapolis Center.

3-6. Advance Detachment.

a. Advance Detachment personnel will be mustered using a performance certificate.

b. The certificate will be signed by the highest ranking soldier, that has knowledge of the duty.

3-7. Muster. Commanders will muster all officer and enlisted soldiers of the unit the first day of annual training. Muster is accomplished by completing the Active Duty Master Listing (ADML) for the period covered and certified by the commander or highest ranking member present. Soldiers attached or assigned for annual training for one day or more will be shown on the unit's Annual Training DA Form 1379.

3-8. Annual Training Supplemental Payrolls. Request for supplementation of pay will include:

a. Military Pay Order (DD Form 114) with a brief statement about the type or difference of pay.

b. A copy of the order for this period of duty.

c. A copy of order or document supporting the change.

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3-9. After Completion of Annual Training. The Battalion or Higher Headquarters, Administrative Officer will consolidate and deliver to USPFO, Military Pay Branch within five (5) working days, the following:

- a. DA Form 1379 (Copy 3).
- b. Supplemental Payrolls (DD Form 114) for unpaid soldiers and difference in pay due soldiers.

b. Unit.

(1) Unit will edit the Preliminary Unit Payroll List for incorrect information. The changes will be sent to SIDPERS via Transmittal Letters with the necessary forms and supporting documentation in a timely manner.

(2) Unit will verify the Unit Payroll Listing. Unit will have a representative at the annual training site to verify the Unit Payroll List. Any changes to the list will require supporting documentation. The list will be sent or delivered to the USPFO within time limits.

(3) Prepare DA Form 1379 and supplemental payroll (DD Form 114) as required by regulations.

c. SIDPERS. SIDPERS will forward DA Forms 1379 to units before the annual training start dates. Process changes to SIDPERS data base in a timely manner.

d. USPFO. Military Pay Branch will forward Unit Payroll Listings within time limits. The corrections will be made on final Unit Payroll List and process payroll for payment by DFAS-Indianapolis Center.

3-6. Advance Detachment.

a. Advance Detachment personnel will be mustered using a performance certificate.

b. The certificate will be signed by the highest ranking soldier, that has knowledge of the duty.

3-7. Muster. Commanders will muster all officer and enlisted soldiers of the unit the first day of annual training. Muster is accomplished by completing the Active Duty Master Listing (ADML) for the period covered and certified by the commander or highest ranking member present. Soldiers attached or assigned for annual training for one day or more will be shown on the unit's Annual Training DA Form 1379.

3-8. Annual Training Supplemental Payrolls. Request for supplementation of pay will include:

a. Military Pay Order (DD Form 114) with a brief statement about the type or difference of pay.

b. A copy of the order for this period of duty.

c. A copy of order or document supporting the change.

SECTION IV

ACTIVE DUTY FOR SPECIAL WORK/TRAINING/
YEAR ROUND ANNUAL TRAINING

4-1. General.

a. Tours of 1 - 7 days (short tour). Requests for payment are submitted with the certificate of performance AFTER completion of the duty.

b. Tours of 8 - 29 days (short tour). Requests for payment, with statement of attendance, are submitted to the USPFO no earlier than the first day of duty. To ensure payment on/or about the last day of duty on longer tours (12-29 days), submit the request for payment no later than ten days prior to the last day of duty. The certificate of performance MUST be submitted to the USPFO no later than ten (10) days after completion of the duty. If desired, statement of attendance is not required.

c. Tours of 30 days or more (long tour).

(1) These tours are processed at the Active Army Finance and Accounting Office (FAO) where duty is performed. If Active installation can not process, the requests for payment are submitted to arrive at the USPFO, Military Pay Branch, no earlier than ten (10) days prior to the first duty day.

(2) When the Military Pay Branch is processing the long tour (e.g. TTAD, Counter-Narcotics Program), a certificate of performance MUST be submitted monthly and at the end of the tour no later than ten (10) days after completion of the period.

4-2. Statement of Attendance (Enclosure 5). A Statement of Attendance must be submitted with the request for payment of a short tour. Military Pay Branch can not process prior to the first day of duty. The supervisor or senior person having knowledge that soldier has reported for duty will sign the statement of attendance. One copy of order will be attached to Statement of Attendance.

4-3. Certificate of Performance (Enclosure 6).

a. One copy of Certificate of Performance with one copy of order will be forwarded to Military Pay Branch on Transmittal Letter.

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b. Orders will require amendment before submission to Military Pay Section for incorrect spelling of name, SSN, Rank or TDY location. Duty dates will be amended if outside the dates shown on the order.

c. Completion of Certificate as follows:

(1) Number of Gov't Meals: Enter the number of government meals available and indicate with or without charge. Two (2) meals with government cost will be coded 2W and without coded 2WO. No meals available enter zero 0.

(2) Marital Status: This code indicates authorization for Basic Allowance for Quarters (BAQ). Soldier coded with an "N" indicates spouse is in the military. Spouse's status will be indicated on the certificate as:

(a) Is spouse on Active Duty on same dates as duty on this certificate: (YES)(NO).

(b) Do they live in government housing (YES)(NO).

(c) Do they have children from this marriage (YES)(NO).

(d) Does the soldier have children from a previous marriage: (YES)(NO). If YES: Do they have custody or pay child support. If they pay child support, how much per month.

(3) Place an "X" in one, only one, of these four statements:

(a) **STATEMENT ONE (1)** is for completion of duty performed as stated in Period of Duty, no changes as stated on orders and Certificate of Performance.

(b) **STATEMENT TWO (2)** - NO LONGER AUTHORIZED, USE STATEMENT OF ATTENDANCE.

(c) **STATEMENT THREE (3)** is for incorrect dates for period of duty on the certificate and orders. Line out incorrect dates on the certificate and enter the correct dates. Dates entered can not be before or after the dates on the order. The dates on the order are from 17 Aug to 18 Aug. The dates changed can read 17 Aug to 17 Aug or 18 Aug to 18 Aug.

SECTION IV

ACTIVE DUTY FOR SPECIAL WORK/TRAINING/
YEAR ROUND ANNUAL TRAINING

4-1. General.

a. Tours of 1 - 7 days (short tour). Requests for payment are submitted with the certificate of performance AFTER completion of the duty.

b. Tours of 8 - 29 days (short tour). Requests for payment, with statement of attendance, are submitted to the USPFO no earlier than the first day of duty. To ensure payment on/or about the last day of duty on longer tours (12-29 days), submit the request for payment no later than ten days prior to the last day of duty. The certificate of performance MUST be submitted to the USPFO no later than ten (10) days after completion of the duty. If desired, statement of attendance is not required.

c. Tours of 30 days or more (long tour).

(1) These tours are processed at the Active Army Finance and Accounting Office (FAO) where duty is performed. If Active installation can not process, the requests for payment are submitted to arrive at the USPFO, Military Pay Branch, no earlier than ten (10) days prior to the first duty day.

(2) When the Military Pay Branch is processing the long tour (e.g. TTAD, Counter-Narcotics Program), a certificate of performance MUST be submitted monthly and at the end of the tour no later than ten (10) days after completion of the period.

4-2. Statement of Attendance (Enclosure 5). A Statement of Attendance must be submitted with the request for payment of a short tour. Military Pay Branch can not process prior to the first day of duty. The supervisor or senior person having knowledge that soldier has reported for duty will sign the statement of attendance. One copy of order will be attached to Statement of Attendance.

4-3. Certificate of Performance (Enclosure 6).

a. One copy of Certificate of Performance with one copy of order will be forwarded to Military Pay Branch on Transmittal Letter.

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(d) **STATEMENT FOUR (4)** is for non-performance and order needs to be revoked. This will allow funds to be deobligated and utilized elsewhere. In most cases the Program Manager is AGKS-DPOT. If you mark this block, send certificate to AGKS-DPOT for action.

(4) Certifying official will be the Senior Military Person present, Senior Military Person having personal knowledge of the duty, or unit commander. For Example a Sergeant (SGT) can not certify performance for a Staff Sergeant (SSG) or any soldier of higher rank. The soldier may sign for him/herself if only person present. The Unit will prepare a TL and forward to Military Pay Branch.

4-4. Due Date. Certificate of Performance will arrive in the Military Pay Branch no later than ten (10) days after performance of duty.


4-5. Supplemental Pay. Supplemental voucher (DD Form 114) will be submitted as follows:

a. Military Pay Order (DD Form 114) with a brief statement about the type or difference of pay and check mailing address.

b. One (1) copy of the duty order.

4-6. Changes to this SOP should be addressed to The USPFO For Kansas, ATTN: KS-ARC, 2737 S. Kansas Avenue, Topeka, KS 66611-1170.

OFFICIAL:


BOYD E. KRASE
COL, GS, KSARNG
Chief of Staff

JAMES F. RUEGER
Major General, KSARNG
The Adjutant General

DISTRIBUTION:

A

Enclosure 1, KS SOP 37-104-3, 1 September 1993

(Unit Letterhead)

(DATE)

MEMORANDUM FOR USPFO FOR KANSAS, ATTN: KS-ARC-MPB, 2737 S.
KANSAS AVE., TOPEKA, KS 66611-1170

SUBJECT: MMPA DISCREPANCY REPORT

1. After a review of this unit's DA Form 1379, pay unique data and the microfiche for _____ it has been determined:
(Month and Year)

a. There is a pay account difficulty for the following:

(1) NAME: _____

(2) SSN: _____

(3) TYPE DUTY/ENTITLEMENT: IDT, ATA, AFTP

SPLIT TRAINING BONUS

CLOTHING ALW, ET

OTHER _____

(4) DATE DUTY PERFORMED/ENTITLEMENT:

(5) WAS AN LES RECEIVED: YES, NO

(6) REMARKS: Use this area to give a brief outline of the potential pay account difficulty. "Attended drill (give dates), individual was properly coded on DA Form 1379. Was paid only xxxxxxxx."

2. The supporting documentation for the above as forwarded on Transmittal Letter Number _____ dated _____.

3. This is/is not a follow-up inquiry. The original discrepancy was prepared _____.

(Cross out the part which is not appropriate)

Enclosure 2, KS SOP 37-104-3, 1 September 1993

(Unit Letterhead)

(DATE)

MEMORANDUM FOR USPFO FOR KANSAS, ATTN: KS-ARC-MPB, 2737 S.
KANSAS, TOPEKA, KS 66611-1170

SUBJECT: TRANSMISSION OF PAY DOCUMENTS, TL # _____
(Number consecutively by calendar year, e.g.
93-14B-001)

The following documents relating to pay entitlements and
performance are forwarded.

FORM PERTAINING TO FOLLOWING INDIVIDUALS NBR

(SIGNATURE)

Signature Block

NOTE: Use the command line (FOR THE COMMANDER:) if signed by
an individual delegated authority by the commander to sign TLs.

Enclosure 3, KS SOP 37-104-3, 1 September 1993

**PAYMENT - INITIAL UNIFORM ALLOWANCE
UPON COMPLETION OF 14 INACTIVE DUTY
TRAINING ASSEMBLIES**

1. Request reimbursement for the initial uniform allowance as provided in chapter 3, part 8, DODPM.
2. I have not received an initial uniform allowance in any amount as an officer under the provisions of any law other than the Armed Forces Reserve Act of 1952.
3. I have not heretofore applied for, except as explained below, nor received an initial uniform allowance as an officer of the National Guard of the United States, U.S. Army Reserve, or Army of the United States without component under the Armed Forces Reserve Act of 1952.
4. The inactive duty training on which this claim is based required the wearing of the uniform which I have in my possession.
5. I have not served as a Regular officer of the armed forces of the United States within the 2-year period immediately prior to the performance of duty on which this claim is based.
6. I have performed 14 periods of not less than 2 hours duration each of inactive duty training as an officer of the Ready Reserve of a Reserve Component which began on or after 31 December 1952 as set forth below:

FROM _____ TO _____
(date) (date)

7. I (did/did not) receive an issue of uniforms in kind as a commissioned officer of the Women's Army Corps, Army Nurse Corps, or as a physical therapist or dietitian commissioned in the Army of the United States without component.

8. I executed my oath of office on _____.

 (signature of officer, typed name, and SSN)

 (typed grade of officer and officer's organization)

AGO Kan Form 37-1A (15Oct84)

PAYMENT - INITIAL UNIFORM ALLOWANCE
UPON COMPLETION OF 14 DAYS OF ACTIVE DUTY OR
ACTIVE DUTY FOR TRAINING

1. I request reimbursement for the initial uniform allowance as provided in chapter 6, part 3, DODPM.
2. I have not received an initial uniform allowance in any amount as an officer under the provisions of any law other than the Armed Forces Reserve Act of 1952.
3. I have not heretofore applied for, except as explained below, nor received an initial uniform allowance as an officer of the National Guard of the United States, U.S. Army Reserve, or Army of the United States without component under the Armed Forces Reserve Act of 1952.
4. The tour of active duty or active duty for training on which this claim is based required the wearing of a uniform which I have in my possession.
5. I have not served as a Regular officer of the Armed Forces of the United States within the 2-year period immediately prior to the performance of duty on which this claim is based.
6. I have completed not less than 14 days of active duty or active duty for training as an officer of a Reserve Component which was completed after 31 December 1952, as set forth below:

FROM _____ TO _____
(date) (date)

7. I (did/did not) receive an issue of uniforms in kind as a commissioned officer of the Women's Army Corps, Army Nurse Corps, or as a physical therapist or dietitian commissioned in the Army of the United States without component.

8. I executed my oath of office on _____.

(signature of officer, typed name, and SSN)

(typed grade of officer and officer's organization)

AGO Kan Form 37-1b (15Oct84)

Enclosure 5, KS SOP 37-104-3, 1 September 1993

(Unit Letterhead)

(DATE)

MEMORANDUM FOR USPFO FOR KANSAS, ATTN: KS-ARC-MPB, 2737 S.
KANSAS AVE., TOPEKA, KS 66611-1170

SUBJECT: Request for payment of Active Duty and Statement of Attendance.

Request payment be processed for the attached orders. The following soldiers have reported for active duty on the date shown.

NAME	SSN	PERIOD OF DUTY	ORD NBR
------	-----	----------------	---------

(SIGNATURE)

Signature Block

NOTE: Use the command line (FOR THE COMMANDER:) if signed by an individual delegated authority by the commander.

Enclosure 6, KS SOP 37-104-3, 1 September 1993

DET 1 BTRY B 1st Bn 111 FA
P.O. BOX 2099
WELCOME, KS 67777

CERTIFICATE OF PERFORMANCE

000-00-0000

DOE, JOHN D.

E07

PRN: 111

ORDER NUMBER: 255011 DATED 930808

PERIOD OF DUTY: 930808 to 930813

NO. OF GOVT MEAL AVAL: B__L__D__

MARITAL STATUS: M02

Enter in GOVT MEAL
number meals with
or without charge
as: 6w-with charge
6wo-not available

TDC: 334

PM: ODA

- () 1. I CERTIFY THAT I HAVE PERSONAL KNOWLEDGE OR I HAVE PERSONALLY VERIFIED THE DUTY REQUESTED ABOVE HAS BEEN PERFORMED.
2. NO LONGER AUTHORIZED.
- () 3. THE DATE(s) OF PERFORMANCE IS/ARE DIRRRERENT THAN ORIGINALLY REQUESTED AND IS/ARE STATED HERE:
_____ TO _____.
- () 4. THE DUTY REQUESTED ABOVE WAS NOT PERFORMED. REQUEST REVOCATION OF ABOVE REFERENCE ORDER. NOTE: SEND TO DPOT.

(DATE OF CERTIFICATION)

(TYPE NAME AND SIGNATURE)

AUTHORIZATION FOR BASIC ALLOWANCE FOR QUARTERS

<u>DEPENDENT</u>	<u>APPROVING OFFICIAL</u>	<u>FORM</u>	<u>SUPPORTING DOCUMENTS</u>
Spouse Legal	Unit Commander	DA 5960	Marriage Certificate
Spouse, of questionable legality (Common Law)	DFAS-IN	DD 137	Notarized Letter
Unmarried child, legitimate, under 21 yrs of age	Unit Commander	DA 5960	Birth Certificate
Unmarried Adopted child, under 21 yrs	AG-DOP	DA 5960	Decree of Adoption
Unmarried Step-child, under 21 yrs	Unit Commander	DA 5960	Birth Certificate NOTE 1
Unmarried child, illegitimate, under 21 yrs, Natural Mother	Unit Commander	DA 5960	Birth Certificate NOTE 2 & 4
Unmarried child, illegitimate, under 21 yrs, Natural Father	AF-DOP	DA 5960	NOTE 3 & 4
Unmarried child, 21 or 22 yrs of age	DFAS-IN	DD 137	NOTE 1
Child Support	Unit Commander	DA 5960	NOTE 4
Dependent Parents	DFAS-IN	DA 137	NOTE 1

NOTE 1. Must be in fact dependent of service member for over one-half of support. An unmarried child 21 or 22 years of age must be enrolled in a full-time course of study in an institution of higher education or incapable of self-support because of mental or physical incapacity.

NOTE 2. Soldier has custody of the child, birth certificate showing natural mother.

NOTE 3. Soldier has custody of the child, birth certificate attesting to the natural parentage and a court order establishing parentage by the soldier or a signed statement from the soldier admitting parentage of the child.

NOTE 4. Documented evidence of child support will be either a court order specifying child support payments as least equal to the soldier's BAQ-DIFF rate, or a notarized statement from the custodian acknowledging that the custodian will accept support payments in the amount of the soldier's BAQ-DIFF rate. The difference between WITH DEPENDENTS (\$250) and WITHOUT DEPENDENTS (\$150) is BAQ-DIFF (\$100). Child support must equal the difference.

